



Code: 9214

Family: Legal and Regulatory

Service: Public Safety

Group: Police Service

Series: Police Identification and Laboratory

CLASS TITLE: FINGERPRINT TECHNICIAN I

CHARACTERISTICS OF THE CLASS

Under general supervision, the class performs entry-level work, using the Henry classification system of fingerprint pattern identification to examine and match sets of fingerprint impressions as part of criminal history background investigations, and performs related duties as required

ESSENTIAL DUTIES

- Receives on the job training working in the use and application of the Henry classification system of fingerprint recognition
- Receives fingerprint impressions of arrestees and examines and compares with police criminal history and arrest records
- Conducts comparative evaluation of fingerprint impressions by examining the patterns of friction skin ridges and comparing between ridge events of separate sets of fingerprint images to find identification matches
- Conducts computerized database searches by entering search criteria into an electronically stored Automated Fingerprint Identification System (AFIS)
- Compares and evaluates positive fingerprint matches ensuring that any discrepancies are adequately explained and/or justified
- Conducts fingerprint identification by applying the principles of the Henry classification system of fingerprint pattern identification by visually evaluating fingerprint patterns, spaces and ridges and comparing with police fingerprint records for possible comparison matches
- Ensures that incident arrest identification numbers are assigned via computer to establish police records for first time offenders with no prior arrests history
- Visually, examines ink fingerprint impressions for comparison with ink and scanned police arrest reports
- Verifies that submitted fingerprint impressions are legible and orders the impressions to be retaken when they are unacceptable
- Makes positive fingerprint identification based on similarities to the criteria and comparable fingerprint impressions that are registered and maintained in the police AFIS database system
- Evaluates fingerprints as part of the city employment background investigation process for the Department of Human Resources

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Must successfully complete an on the job training program on the principles of "Dactyloscopy" the science of fingerprint analysis within six months of hire

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Henry glass and/or fingerprint magnifying equipment
- Live scan or biometric fingerprint scanner

PHYSICAL REQUIREMENTS

- Some lifting (up to 10lbs) is required

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- record keeping methods, practices, and procedures
- procedures and methods used in clerical practices
- file searching and records storage techniques and procedures
- computer hardware and software technology used in identifying patterns of identification systems
- principles and techniques of fingerprint examination for positive identification using the Henry classification system of fingerprint analysis

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **COORDINATION WITH OTHERS** - Adjust actions in relation to others' actions

Abilities

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **CONCENTRATE** – Concentrate on a task over a period of time without being distracted
- **COMPARE AND RECOGNIZE DIFFERENCES** – Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns according to a

specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

- **MAKE SENSE OF INFORMATION** - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- **INITIATIVE** - Demonstrate willingness to take on job challenges
- **ADAPTABILITY/FLEXIBILITY** - Be open to change (positive or negative) and to considerable variety in the workplace
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2016